



United States Department of State

*U.S. Embassy Pristina*

**VACANCY ANNOUNCEMENT**  
**14/2014**

**OPEN TO:** ALL INTERESTED CANDIDATES  
**POSITION:** SUPPLY SUPERVISOR  
**OPENING DATE:** JUNE 30, 2014  
**CLOSING DATE:** JULY 11, 2014  
**WORK HOURS:** FULL-TIME; 40 HRS/WEEK  
**SALARY:** FSN-9 (17,920.00 €)

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U.S. Embassy Pristina is seeking a qualified individual for the position of **SUPPLY SUPERVISOR** in USAID.

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**ALL ORDINARILY RESIDENT APPLICANTS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**

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**Duties & Responsibilities**

**NXP/EXP Units and Inventory (40%)**

Incumbent directs the NXP program at post, which includes developing standard procedures for the acquisition, receiving, issuance, storage, inventory, loan, maintenance, refurbishment, and disposal of all non-expendable property. Supervises and maintains State inventory system ILMS (Integrated Logistics Management System). Manages the residential property component of the housing program. Furnishes approximately 70 USG residences with furniture, furnishings and appliances. Ensures that residences are furnished in accordance with established policies and as scheduled, that individual residential inventories are prepared and delivered to newly arrived American employees upon arrival at post, and that residential inventories of departing employees are conducted thoroughly and in a timely fashion.

**Supervision responsibilities (25%)**

Directly supervises the NXP Clerk, the EXP Clerk, the Receiving Agent, the Warehouse Supervisor and indirectly two warehouseman/truck drivers, seven warehousemen, including the review and oversight of all work. Plans, organizes, prioritizes, and delegates work assignments to staff, assuring that all work is completed in an accurate, timely manner within established deadlines.

Provides supervised staff with performance feedback throughout the rating period. In conjunction with the employee, formulates individual annual work objectives and training plans. Prepares performance evaluations and makes recommendations for awards, promotions, and any disciplinary actions as needed. Approves leave plans of staff, ensuring adequate office coverage at all times.

**Warehouse Operations (20%)**

Supervises warehouse supervisor and receiving clerk and directs the receiving function for the US Mission. Tracks progress of orders and incoming shipments, and coordinates with Customs and Shipping, warehouse, and receiving clerk in expeditiously processing incoming shipments. Incumbent reports damage or discrepancies to APO/GSO, and gathers relevant information needed to file claims or seek corrective action.

by the parties involved. Supervises the NXP warehouse operation, periodically checking various warehouse areas to ensure that adequate internal controls measures are in place and that furniture, furnishings, appliances and equipment are being stored and handled in accordance with FAM and SHEM guidelines.

**Administrative Management (15%)**

Assist EXO in formulating annual ICASS Working Capital Fund (WCF) budget for warehouse. Provides guidance to warehouse supervisor about scheduling/use of contract labor to meet budgetary restrictions. Responsible for overall timely preparation and submission of employee performance reviews for the Property Section. Assesses career development for employees, recommending and organizing training programs to enhance job performance/satisfaction. Counsels staff and conducts disciplinary reviews, as appropriate.

**REQUIRED QUALIFICATIONS:**

**Education:** Completion of university in technical, economy or business management field.

**Prior Work Experience:** A minimum of three to five years of progressively responsible experience in property or supply management.

**Language Proficiency:** Level 4 (fluency) in English & Albanian.

**Knowledge:** Must have a comprehensive knowledge of USG property and supply regulations and procedures, general warehouse management, inventory systems and practices, maintenance and refurbishment of equipment, appliances, furniture and furnishings.

**Skills and Abilities:** Computer operating skills in word processing, spreadsheets, data analysis, and optimal use of ILMS property database. Writing skills for drafting correspondence. Must have accurate record keeping skills; organizational and analytical skills to track budgets, forecast labor and procurement requirements, and monitor property usage. Must have the ability to track and absorb detailed information about daily operations. Tact discretion in dealing with employees/tenants of USG furnished residences. Must have supervisory skills.

**ADDITIONAL SELECTION CRITERIA**

1. Management will consider nepotism/conflict of interest and budget in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current ordinarily resident employees with an overall summary rating of needs improvement or unsatisfactory on their most recent Employee Performance Report (EPR) are not eligible to apply.
4. The candidate must successfully pass a background investigation conducted by the Regional Security Office.

**TO APPLY -** Interested candidates for this position must submit the following for consideration of the application:

**1)** Universal Application for Employment (UAE); **2)** A current resume or curriculum vitae that provides the same information found on the UAE; **3)** Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans preference must submit documentation confirming eligibility for a conditional preference in hiring with their application;

4) Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above; 5) Copy of Kosovo ID or copy of Passport.

**APPLICATIONS CAN BE SUBMITTED AS FOLLOWS:**

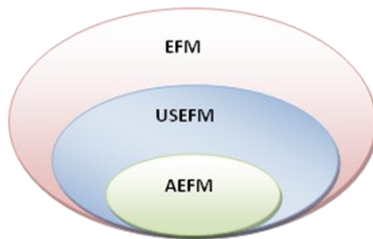
Hand deliver to:  
Embassy Human Resources Office  
Rr. Nazim Hikmet #30  
10000 Pristina, Kosovo

**CLOSING DATE FOR THIS POSITION: JULY 11, 2014 - BY COB (CLOSE OF BUSINESS)**

The US Mission in Pristina provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

## **DEFINITIONS**



This diagram demonstrates how an Appointment Eligible Family Member (AEFM) is also a US-citizen Eligible Family Member (USEFM) as well as an Eligible Family Member (EFM).

1. **Eligible Family Member (EFM)**: An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#));
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM)**: For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; and,
- EFM (see above) at least 18 years old; and,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; and either:

1. Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; or
2. Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM)**: EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; and
- Spouse or same-sex domestic partner (as defined in [3 FAM 1610](#)) or a child of the sponsoring employee who is unmarried and at least 18 years old; and
- Is listed on the travel orders or approved Form [OF-126](#), Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the

American Institute in Taiwan (AIT), and who is under chief of mission authority; and

- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan.
- Does not receive a Foreign Service or Civil Service annuity

4. **Member of Household (MOH)**: An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

5. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

6. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).